

Cloud Migration Readiness Checklist

Moving to the cloud can reduce hardware costs and make it easier to work from anywhere, but only if the move is planned. Use this checklist before you replace a server or move files, apps, or email.

How to use: Check only what you can confirm is in place today, then total your checks at the end.

1 Goals & inventory

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- ☐ You've written down why you're moving
Cost, remote access, replacing aging hardware, reliability.
- ☐ Every application and where it runs is inventoried
- ☐ Each line-of-business app vendor has confirmed their cloud or hosted options
Some older apps need application hosting rather than a straight move.
- ☐ Current and future licensing costs are compared
Including what you'll stop paying for.

2 Data

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- ☐ Old and duplicate files have been cleaned up
Don't pay to migrate clutter.
- ☐ Folder permissions are documented
Who should have access to what, after the move.
- ☐ You know the total size of data to move
- ☐ A plan exists for backing up data once it's in the cloud

3 Identity & security

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- ☐ Users have one identity for sign-in (e.g., Microsoft Entra ID)
- ☐ MFA is in place before anything moves
- ☐ Conditional access and device requirements are defined

4 Connectivity

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- ☐ Internet bandwidth is sufficient for everyone working from the cloud
- ☐ A backup internet connection with automatic failover is in place
When everything's in the cloud, the internet is everything.

☐ Wi-Fi coverage and performance have been checked

5 The move itself

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- ☐ A cutover date and timeline are set, with a freeze on changes
- ☐ Staff know what's changing, when, and how to get help
- ☐ Training is scheduled for new tools
- ☐ A rollback plan exists if something goes wrong
- ☐ The old server will be securely wiped and decommissioned
Don't leave a forgotten server running.

Your score

Items checked: _____ of 19 = _____ %

90-100%

Strong

You have solid fundamentals.
Review this checklist twice a year
to keep it that way.

65-89%

Gaps to close

A good base with a few real
exposures. Start with the
unchecked items in the first two
sections.

Below 65%

At risk

Several core protections are
missing. Prioritize now, before an
incident sets the agenda for you.

Plan the move with people who've done it many times.

FUSION 1 handles Microsoft 365 migrations, hosted infrastructure, and cloud app hosting from planning through cutover.

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Call or text 814-499-2119
Toll-free 888-279-9776

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